



Travel Reimbursement Guidelines for Interview Candidates

PURPOSE

The purpose is to establish guidelines for reimbursement and assist candidates with travel related interview expenses.

ELIGIBILITY

Candidates that are eligible for reimbursement are those that are invited to and attend an on-campus interview for faculty or senior leadership level staff positions. Candidates will be responsible for making their own travel arrangements, with the exception of lodging, BCOM will reserve with one of the approved lodging venues and will communicate reservation details with the candidate prior to travel. Expenses will be reimbursed for the **interview candidate and spouse**.

COVERED EXPENSES

Payment is limited to reimbursement of meals and transportation related expenses. The most cost-effective method of transportation that will accomplish the purpose of the travel shall be selected. Economy class travel shall be used unless it is documented that utilization of another method of travel is more cost-efficient or practical.

REIMBURSEMENT/RECEIPT/AMOUNTS REQUIREMENTS

Candidate must first pay for all expenses (other than lodging, paid directly by BCOM) and submit original **itemized** receipts (**showing proof of payment**) for reimbursement within 10 days of return travel from BCOM. Travel expenses due to personal visit or extension of a trip are not eligible for reimbursement.

- Maximum reimbursement for expenses limited to INTERVIEW DAY(S) + up to TWO (2) DAYS OF TRAVEL
- The following airline fees are not reimbursable (early check-in, change of flight, first class/business class upgrade, priority seating, trip cancellation, optional travel/ baggage insurance). Baggage fees may be reimbursed up to 1 bag each for candidate and spouse.
- If using a personal vehicle as primary method of travel/transportation, mileage will be reimbursed at the current IRS issued business standard mileage rate (this rate includes gas costs and associated operational expenses). Only the most direct route will be reimbursed. Please provide google map/map quest to document mileage.
- Meals will be reimbursed up to \$55.00 per day, using GSA guidelines rate based on New Mexico location. Meals provided free of charge by a hotel (continental or hot) or BCOM are not eligible for reimbursement. BCOM will not reimburse for alcoholic beverages.
- Reimbursement for parking will be limited to the lowest cost economy uncovered parking available.
- If using a rental car, candidate can submit receipts for rental car and gas expenses. Rental car expenses (up to the base price of a standard/mid-sized car, gas, plus taxes) will be reimbursed. Reimbursement will not be made for any additional insurance, upgrades, prepaid fuel options or other fees.
- When booking packaged deals through discount websites (Expedia, Travelocity etc.), documentation showing the cost of each specific item (airfare, rental car, etc.), including payment method, is required for reimbursement.

*For those candidates traveling from **Out of State** (Or **In-State** traveling more than 100 miles from home, one way):*

- Lodging may be provided through one of the BCOM approved lodging venues.

SUBMIT REIMBURSEMENT CLAIM FORM/RECEIPTS:

BCOM Finance Office
Attn: Liz Armendariz
3501 Arrowhead Dr.
Las Cruces, NM 88001
Contact Phone: 575-674-2322
larmendariz@bcmnm.org

Exceptions to these Travel Guidelines may be provided for Executive level positions and/or with advance approval of the Dean and/or President.



Interview Expense Claim Form

SECTION I-CANDIDATE INFORMATION		
LAST NAME:		FIRST NAME:
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE NUMBER:		EMAIL ADDRESS:
SECTION II-INTERVIEW INFORMATION		
POSITION APPLIED FOR:		
DATES(S) OF INTERVIEW:		
SECTION III-EXPENSE CLAIM INFORMATION		
ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR EXPENSES PAID; ITINERARIES NOT SHOWING PAID EXPENSES WILL NOT BE ACCEPTED-SUBMIT ALONG WITH CLAIM FORM		
*DEPARTURE DATE/TIME:	/	AM/PM
*RETURN HOME DATE/TIME:	/	AM/PM
1. COMMERCIAL TRAVEL (The most cost effective transportation method will be reimbursed)		\$
2. PERSONAL VEHICLE (MILES _____ @ .57.5 CENTS/MILE)(ATTACH GOOGLE MAP)		\$
3. MEALS (ITEMIZED RECEIPTS REQUIRED. REIMBURSEMENT NOT TO EXCEED \$55/DAY)		\$
<ul style="list-style-type: none"> MEALS WILL BE REIMBURSED FOR INTERVIEW DAY(S) + TRAVELS DAY(S), not to exceed 2 days MEALS PROVIDED FREE OF CHARGE BY HOTEL OR BCOM ARE NOT ELIGIBLE FOR REIMBURSEMENT 		
4. PARKING (LIMITED TO THE LOWEST COST ECONOMY UNCOVERED PARKING)		\$
5. CAR RENTAL (REIMBURSE UP TO STANDARD/MIDSIZED PLUS GAS AND TAXES)		\$
6. OTHER TRAVEL RELATED EXPENSES		\$
TOTAL TRAVEL EXPENSES		\$
<p>The Finance Office will submit each claim to the Office of Human Resources to review for eligibility prior to payment authorization for reimbursement. Please review attached guideline for reimbursement eligibility prior to submitting claim form.</p> <p>Thank you for your participation in our recruitment process!</p> <p>RETURN CLAIM FORM TO: BCOM Finance Office, Attn: Liz Armendariz, 3501 Arrowhead Dr., Las Cruces, NM 88001</p>		
CANDIDATE SIGNATURE: _____		DATE: _____
DEPARTMENT CHAIR SIGNATURE: _____		DATE: _____
HR USE ONLY - <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> NOT ELIGIBLE		